



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

October 9, 2008

Mr. Gregory E. Schafer, President  
InterMotive, Inc.  
986S. Canyon Way  
Colfax, CA 95713

Dear Mr. Schafer:

**RE: FINAL MONITORING VISIT REPORT for InterMotive – ET06-0309**

<b>Date of the Visit:</b>	June 10, 2008
<b>Beginning/Ending Time:</b>	10:00 am – 11:00 am
<b>Date of Last Visit:</b>	September 13, 2007
<b>Visit Location:</b>	Sacramento
<b>Persons in attendance:</b>	Eliza Mentas, Administration; and Kristie Ohta, Program Analyst of the Employment Training Panel
<b>Action Required:</b>	<b>NO</b>

<b>Term of Agreement:</b>	May 5, 2006 May 8, 2008	<b>Agreement Amount:</b>	\$49,800
<b>Training Start Date:</b>	May 17, 2006	<b>No. to Retain:</b>	26
<b>Date Training must be Completed:</b>	March 7, 2008	<b>Range of Hours:</b>	8 - 200
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	90

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ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on June 20, 2006 and training began on May 17, 2006. Your staff reported that all training was completed on March 7, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – May 8, 2008.

In a letter dated March 10, 2008, ETP approved your request to extend the retention period 30-days outside of your end term date of May 8, 2008. During the monitoring of your project, your program analyst erroneously indicated your training was to be completed by March 7, 2008, instead of the correct date of February 7, 2008.

- **INTERVIEW WITH THE Eliza Mentas, Administrator**
- What barriers, if any, did your company experience in implementing your ETP project? **I came into this project at the tail end, to my knowledge there were not issues.**
- What problems, if any, did your company experience with ETP record keeping? **None**
- What assistance could ETP have provided that would improve the process for future Contractors? **None our analyst was always helpful.**
- How did your company benefit from the ETP training? **It allowed us to provide necessary training to our employees, that otherwise we might not have been able to provide. Even though our Agreement was not as successful as we original anticipated , the assistance has helped us help our employees.**

InterMotive, Inc. records show that 21 trainees have completed training (81% of planned retentions) and 21 trainees have completed the 90 day retention period (81% of planned retentions). InterMotive, Inc. projects earnings to be \$10,351.25 (22% of the encumbered total \$46,800). Current records show that InterMotive has received \$8,891 in progress payments, of which \$ - 0 - has been approved as earned.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	35	<b>Completed Retention:</b>	21
<b>Dropped Following Enrollment:</b>	14	<b>In Retention Period:</b>	- 0 -
<b>Completed Minimum Hours for reimbursement:</b>	21	<b>Awaiting Placement:</b>	21
<b>Completed Training:</b>	21		

**ATTENDANCE ROSTERS:**

Ms. Ohta reviewed all attendance rosters, and found them to meet ETP's Panel requirements for documenting ETP funded training.

**AUDIT:**

InterMotive will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your program analyst, Kristie Ohta at 916.327.5586 or [kohta@etp.ca.gov](mailto:kohta@etp.ca.gov) within ten (10) days from receipt of this report.

Sincerely,

A handwritten signature in black ink that reads "Ruby Cohen". The script is fluid and cursive.

Ruby Cohen, Manager  
Sacramento Regional Office

A handwritten signature in black ink that reads "Kristie Ohta". The script is fluid and cursive.

Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: Eliza Mentas – [ementas@intermotive.net](mailto:ementas@intermotive.net)  
Amber Luiz, Assistant Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File